

Retention and Classification Report

Agency: Sandy (Utah). Fire Department (3054)

10000 Centennial Parkway
Sandy, UT 84070
801 568-7100

Records Officer

12855	Exposure reports
12860	Investigation case files
12856	Investigation reports

AGENCY: Sandy (Utah). Fire Department

SERIES: 12855

3

TITLE: Exposure reports

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

This report is completed when a fire fighter is exposed to toxic fumes, smoke, or chemicals during the course of fire fighting. It is used to verify exposure in case of illness. It includes name of employee, position, station, address where injury occurred, name and type occupancy, date and time of exposure, incident number, description of exposure, duration of exposure, symptoms present, date and signature of employee, and date and signature of supervisor.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/21/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 50 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Controlled UCA 63G-2-304 (1, 2b) 1992

AGENCY: Sandy (Utah). Fire Department

SERIES: 12860

3

TITLE: Investigation case files

DATES:

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files contain all information collected on fire investigations. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake investigation.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/21/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 25 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 (a, e) 1992

AGENCY: Sandy (Utah). Fire Department

SERIES: 12856

3

TITLE: Investigation reports

DATES:

ARRANGEMENT: Alphabetical

DESCRIPTION:

These reports are completed daily and monthly on all fire investigations. They are used for investigative purposes and for identifying trends in arson incidents. They include date and time of investigations, fires investigated, cause of fire, hours of investigation, whether arrests or convictions, time spent in court and/or special investigations, training received, flammable liquid and hazardous chemical incidents, tank inspections, consultations, and any special assignments completed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/21/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 (a, e) 1992

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301 1992

Private. UCA 63G-2-302 1992

AGENCY: Sandy (Utah). Fire Department

SERIES: 12856

TITLE: Investigation reports

(continued)

Controlled. UCA 63G-2-304 1992